Doane College
Human Resource Management
BUS 212
Course Syllabus
3 Credit Hours

Instructor: Dr. Mike Calvert
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Email: mike.calvert@doane.edu
Class Location: Grand Island College Park
Class Day/Times: Wednesdays 6:00-10:30pm
Class Meeting Dates: January 16-March 13, 2013 (8 weeks) Spring Term

Course: BUS 212

Course Description: This course is an introduction to human resources in business organizations. The course presents human resource issues in a manner relevant to all students and emphasizes practical application for managers and supervisors. Topics include: human resource environments, securing human resources, rewarding and developing human resources, and evaluating the human resource function. (3 credit hours)

Course Goal: This course provides students an introduction into the field of Human Resources Management (HRM) by providing a practical understanding of how HRM policies affect the workplace from productivity, quality, and customer service to employee morale. Students will be presented a conceptual model of the field by reviewing the overall context the field of HRM in relation to business management.

Course Outcomes/Objectives

Students completing this course will be able to:

- Understand many historical, present and emerging human resource challenges.
- Have an introductory understanding of EEO law and the general legal environment in which human resource management is conducted.
- Have knowledge of the art and science of managing work flows and conducting job analysis
- Be able to identify the forces that contribute to the successful management of diversity within an organization and have knowledge of HR systems that assist in successfully managing diversity.
- Know processes for recruiting and selecting employees.
- Understand the value of formal performance appraisal systems.
- Understand strategies for determining training needs and know the characteristics that make training programs successful.
- Have an introductory understanding of employee rights and the role of HR in managing discipline and work place safety and health.

**Learning Activities:**

To address the issues covered in the course, comprehensive cases studies will be used to cover recent developments and issues in the field of HRM. Topics include not only those recognized as HRM tasks in an organization but address the changing of role HRM as well as international topics, the Internet, emerging legal concerns, social responsibility, performance appraisal, worldwide terrorism and white-collar unionization. In addition, throughout the module, activities will be designed to help students enhance their understanding of HRM. Examples of these activities include problem solving activities, group discussions, individual evaluation and reflection, presentations and lecture. Students will be asked to reflectively analyze learning experiences both in writing and orally. Guest speakers and video will also be used to reinforce learning.

Between class sessions, students are expected to read assigned materials and complete all assigned activities. In addition, time for group projects and presentations will require students to meet outside of class. All assignments are required to be submitted on the date established by the instructor.

**Grading and Student Assessment**

**Week** | **Assigned Reading:**
---|---
1 | Chapter 1: Managing Human Resources-Introduction
| Chapter 2: The Human Resource Environment
2 | Chapter 3: Providing Equal Employment Opportunity and a Safe Workplace
| Chapter 4: Analyzing Work and Designing Jobs
3 | Chapter 5: Planning For and Recruiting Human Resources
| Chapter 6: Selecting Employees and Placing Them in Jobs
| Chapter 7: Training Employees
Assignments for BUS 212:

**Homework (130 total points)**

1. Interview someone currently in the HRM field. Ask them to define their role as a Human Resources Manager and to identify and briefly describe the basic processes for which they are responsible. Identify the challenges they experience. Explore their relationship within the organization strategic plan(s). What is HR’s role in the entire organization? Following the interview, write a 2-3 page paper summarizing what you learned and compare it with what the author of the text describes as the changing perspective of Human Resources Management.  **(70 points)** DUE Week 4- February 6, 2013.

2. Students will be required to locate and read a recent article (copyright 2008 or later) relating to staffing or performance appraisal. Articles can come from practitioner-oriented sources (e.g., *HR Magazine*, *Fortune*, *Harvard Business Review*), or from academically-oriented journals (such as the *Journal of Applied Psychology*, *Personnel Psychology*, the *Academy of Management Journal*, or the *Journal of Management*). You are also welcome to search for materials on the Internet pertaining to topics covered in this course; however the sites used must be from practitioner-oriented sites similar to what is listed above. Topics that might be explored include (but are not limited to):
strategic staffing, staffing issues in a tight labor market, problems with team-based staffing or appraisal, performance management, or any other topic discussed in either textbook. Lastly, students will be required to submit a 2-3 page typed discussion of the issues raised in your article, e.g., why is this “new” or different? What did you like (or not like) about the article? How does this piece contribute to our discussion of staffing and appraisal systems for a changing workplace? DUE WEEK 5-February 13, 2013 (30 points)

3. Read the case on page 319-320 on Texas Roadhouse and answers the questions in detail on page 320. Note: please utilize concepts from the book when answering the questions. DUE WEEK 7- February 27, 2013 (30 points)

Final Exams and Reflections (220 total points)

1. Students will be provided the opportunity to demonstrate an understanding of and the ability to apply the concepts presented. One comprehensive group exam scenario will be given on Week 7- February 27, 2013. (100 points)

2. Students will find a current event article in the paper, magazine or on-line and bring a copy to discuss each class for weeks 2-7 (10 points each= 60 total points)

3. Students will complete weekly paper answering reflection questions corresponding to weekly reading assignments for weeks 2-7. (10 pts. each= 60 points). The reflection questions are listed below.

In your workplace, what has been your experience with people from different backgrounds than your own (cultural, socioeconomic, etc.)? What have been advantages and disadvantages in having a diverse group of people with which to work? What are some of the challenges you face due to this diversity? How do these challenges impact the workplace? In what ways are you most like people from other cultural backgrounds? Due Week 2- January 23, 2013

Develop a list of two (2) characteristics that describe an effective orientation process. Evaluate the orientation process at your workplace based on the list your created. What strengths do you see in the process? What suggestions for improvement would you recommend to enhance the current process? Due Week 3- January 30, 2013

Conduct a search online or in a business journal for mentoring programs currently being offered by organizations. Select one company and be prepared to share what you have learned about the mentoring program offered. Identify the benefits of the program to the
organization and the individual. Bring article to class. No Writing assignment. Due Week 4- February 6, 2013.

Search the internet or current business journal and find an article on incentive pay programs. Bring the article to class and be prepared to summarize what you have learned with the rest of the class. Please find other alternatives than companies defined in textbook. No Writing Assignment. Due Week 5-February 13, 2013

Search the internet or current business journal and find an article discussing labor organizations, unions or collective bargaining. Bring the article to class and be prepared to summarize what you have learned. No Writing assignment. Due Week 6- February 20, 2013

Choose a country you would be interested in living and working. Research the culture of this country to learn about business practices and customs. Be prepared to share with the class information about the cultural differences you have learned. Also, be prepared to discuss what you would need to do to successfully assimilate into this culture. No Writing Assignment. Due Week 7- February 27, 2013

Final Evaluation (150 total points)

1. At the end of the module, for the final evaluation, a team of students will prepare a 5-8 page paper and a 15-20 minute presentation addressing a current issue in the field of HRM. The presentation will provide the class an overview of relevant information regarding the topic, an analysis of how the issue is being addressed by HRM in organizations, challenges faced by Human Resource Managers and examples of current applications. Below is a list of suggested topics, other relevant topics may be presented with prior approval between student and instructor. (Total 150: presentation 75 points, paper 75 points). Paper due and presentations conducted on Week 8- March 6, 2013.

1. Health and Wellness Programs  
2. Employee Assistance Programs (EAP’s)  
3. The Use of the Internet in HRM  
4. Embracing Diversity  
5. Gender Equality  
6. Employee Benefits  
7. Sexual Harassment Polices, Statements and Procedures  
8. Immigrant Employment Policies  
9. Performance Appraisals and Reviews  
10. Labor Organizations and Unionization  
11. International Human Resources Management  
12. Equal Employment Laws and Other Regulations
**Assessment of Course Objectives:**

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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Homework</td>
<td>130</td>
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<tr>
<td>Final Exam/Reflections</td>
<td>220</td>
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<tr>
<td>Final Evaluation</td>
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<td>Total Points</td>
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**Grading Criteria:**

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<th>Grade</th>
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<tr>
<td>A</td>
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<tr>
<td>B</td>
<td>400-449 points</td>
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<td>C</td>
<td>350-399 points</td>
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<td>D</td>
<td>300-349 points</td>
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<td>F</td>
<td>0-299 points</td>
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Attendance and Participation Policy

Timely attendance for each class is essential. Students are expected to complete assigned readings and activities prior to class and be prepared to engage in the evening’s activities. Participation is a requirement of this course. Participation includes active involvement in class and in small group discussion and activities.

Due to the accelerated nature of this Program, absences are strongly discouraged. All absences are recorded and submitted to the Registrar’s Office. Students are expected to attend all class sessions. When absence is unavoidable, students should arrange in advance with the instructor for the completion of all work missed. Contacting the instructor prior to an absence allows students the opportunity to arrange for handing in assignments, developing a plan to address missed course work or exams and receiving an overview of any additional requirements for the next class session. The penalty for unexcused absences rests with the teacher concerned. Excessive absences or tardiness may jeopardize the student’s academic standing. Degree Completion students who have missed more than two class meetings normally receive an “F” unless they are formally withdrawn.